

Dated: 28.03.2019

No DMWP/S/190/IMA/MCT/JE

Sub:-Syllabus for the post of JE, Machinist Trade IMA Quota.

The syllabus for selection to the post of JE/Machinist Trade IMA Quota is given below.

I) TECHNICAL KNOWLEDGE:

- a) Engineering drawing of simple components in first angle, third angle and isometric view.
- b) Properties of common material used in shop.
- c) Knowledge of machines, machining and heat treatment processes.
- d) Advantage of C.N.C. Machines and its major applications.
- e) Various safety precautions to be adopted on shop floor while working in shop or using important equipments such as moving machinery, EOT Cranes, Fork Lift.
- f) Importance of planning in the manufacturing area.
- g) Use of jigs and fixtures.
- h) Use of computers in production, planning as well as office controls (Basic concept only).
- i) Knowledge of shop practice, planning, time office etc.
- j) Need for quality and its implications.
- k) Knowledge of internal combustion engines, two strokes and four strokes cycles, engine lubricating and cooling system, F.I. System and Generators.
- l) All types of ISO such as ISO-9001, ISO-14001, ISO-18001 & TQM

II) SHOP MANAGEMENT:

- i) Knowledge of functions of Time Office and procedure orders for gate passes.
- ii) Knowledge of incentive scheme, work order system, booking of labour hours, etc., production planning and control and workshop documents processing.
- iii) Stock and non-stock and procedure for Indemnity and drawal of stores and return of serviceable and scrap items to Stores Depot.
- iv) Various registers maintained in shops and their need.
- v) Stock verification authorities and periodicity.
- vi) Various safety measures to be followed on the shop floor in general and various machines and equipments in particular.
- vii) Staff protective clothing and their entitlements.
- viii) Methods to control consumption of stores and electric energy.

III) GENERAL & ESTABLISHMENT KNOWLEDGE:

- i) D&AR Rules : Various definitions, the applicability, suspension and issue of minor penalty charge sheet appeals since the Sr. Subordinates are authorized to issue minor penalty charge sheets etc.
- ii) Rules for engagement and discharge of casual labours / substitutes and knowledge of relevant sections in the Industrial Disputes etc.
- iii) Employee's Compensation Act.
- iv) Factory Act.
- v) Hours of Employment Regulations.
- vi) Various types of leave which can be granted to staff.
- vii) Railway Service Conduct Rules.

डी.एम.डब्ल्यू
D.M.W.

- VIII) General Knowledge about working in various other departments in Railways.
IX) Staff Council and Rules of its formation/working.
X) Cannons of financial propriety.

IV) राजभाषा:

1. भारत सरकार का राजभाषा नीति का सामान्य परिचय।
2. राजभाषा अधिनियम 1963 तथा राजभाषा संशोधन अधिनियम 1976
.....उपरोक्त 1 एवं 2 के संबंध में व्याख्या हेतु रेलवे बोर्ड द्वारा जारी राजभाषा हिन्दी नियमक आदेशों का संकलन (तृतीय संस्करण 1993) देख सकते हैं।
3. प्रचलित शब्दावली

हरिश्चंद्र कार्मिक अधिकारी
डिप्टी प्रोड्यूसर/पाटला
1/1/01

प्रतिलिपि:-

1. Jt. Secretary, Staff Council's Notice Board.
2. President All India SC/ST and OBC Association, DMW Zone, Patlala
3. Staff concerned.
